

Don Brownlee, Executive Director

**KRGC SHIPPING REQUIREMENTS FOR  
EGMs, COMPONENTS, AND ASSOCIATED HARDWARE AND SOFTWARE**

1. All shipping of EGM's, EGM components, and associated hardware and/or software must be approved prior to shipment. This includes all shipping by remote access.
2. KRGC must be notified at least 15 days prior to shipping date unless vendor requests a waiver of 15-day requirement to accommodate Casino needs.
3. Shipping request from vendor cannot contain more than one (1) shipping order and cannot require more than one (1) shipping/delivery date for all components shipped. All components of each request must ship on the same date and deliver on the same date.
4. Each request must contain a shipping number unique to that request.
5. All controlled software must be listed by product identification number identifiable with GLI or BMM certification letters. GLI or BMM certification letters may be attached to shipping requests to help accelerate the approval process. This step is not required and is at the discretion of the vendor.
6. If vendor finds it necessary to cancel the shipping request it is required that notification be extended to the KRGC immediately to avoid confusion with on-site Casino agent.
7. All EGM's shipped to a KRGC Casino must have all required software installed, a GAT cable installed properly, and be ready and capable of GAT testing when delivered to the Casino. If EGM's that are not GAT capable are approved and shipped, the vendor must request a waiver for those machines due to the inability to be GAT tested.
8. All EGM's and EGM components that are identifiable by serial number must be listed by serial number on the shipping requests.
9. The name of the shipper and any shipping seal numbers must be listed on the shipping order when submitted.
10. Shipping submissions received after 1630 hrs. CST on Friday will not be addressed until 0800 hrs. CST on Monday. Requests received after 1630 hrs. CST Monday through Thursday will not be addressed until 0800 hrs. CST the next day. Please do not submit a shipping request with a 15-day waiver attached after 1630 hrs. CST on Friday and expect a response before Monday.
11. The return of equipment to a vendor from a Casino will require the same information as the shipments to the casino. Also needed will be the destination of the equipment leaving the Casino, the shipper info, and the shipping seal number for the truck/container. Dianna Polkinghorn from Kansas Lottery (Dianna.Polkinghorn@kslottery.net) must be notified for shipping, removal, or destruction of all software.
12. All shipping requests must be sent through: [krgcshipping@ks.gov](mailto:krgcshipping@ks.gov)